

AGENDA



Thursday, June 8, 2006

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Purchasing Service Agreement RECOMMENDATION FOR COUNCIL ACTION

ITEM 20

Subject: Authorize award and execution of a 12-month requirements service contract with HIGHTECH SIGNS, Austin, TX (WBE-FR) for interior signs production, installation services and warranty repair services in an estimated amount not to exceed \$131,183.25.

Amount and Source of Funding: Funding in the amount of \$43,727.75 is included in the Fiscal Year 2005-2006 Approved Operating Budget of the Austin Convention Center Department. Funding for the remaining eight months of the original contract period is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Vikie DeLuyck, MSW, Senior Buyer/974-2003.

Prior Council Action:

Boards and Commission Action:

Purchasing Language: Low bid meeting specifications of two bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

Additional Backup Material
(click to open)
[HIGHTECH BID TAB](#)

This contract is for interior directional signs, installation and warranty repairs for the Austin Convention Center (ACC) facility. This agreement will also provide for two additional years of warranty repair services if a sign and/or its hardware fixtures become damaged or otherwise detached from its anchorage.

The Austin Convention Center Department (ACCD) has developed a comprehensive plan for directional signage to assist people attending ACC events to find their way more easily around the large multi-level facility. ACCD staff researched signage options and developed an across-the-board design for additional signage that is easily viewed when placed in strategic locations. Customer feedback from companies booking their events at ACC has indicated that the facility is lacking in signage to direct people to meeting rooms, exhibit halls, and other facilities located on site.

MBE/WBE solicited: 2/10 MBE/WBE bid: 0/1

PRICE ANALYSIS

- a. Adequate competition.
- b. Eighty-nine notices were sent including two MBEs and ten WBEs. Seven solicitations were issued, including no MBEs and three WBEs. Two bids were received with no MBEs and one WBEs responding. One "No Bid" was received.
- c. This is the first purchase of this type signage system; therefore, there is no pricing history available.

APPROVAL JUSTIFICATON

- a. Lowest bid.
- b. The Purchasing Office concurs with the Austin Convention Center Department's recommended award.
- c. Advertised in the Austin-American Statesman and on the Internet.